



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

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| Policy No. DOC 3.1.1 | Subject: MANAGEMENT OF THE SECURITY PROGRAM |
| Chapter 3: FACILITY/PROGRAM OPERATIONS | Page 1 of 2 |
| Section 1: Security and Control for Secure Facilities | Effective Date: Feb. 1, 1997 |
| Signature: /s/ Bill Slaughter, Director | Revision Dates: 06/01/02; 01/18/06 |

I. POLICY

The Department of Corrections secure facilities will maintain correctional facilities that ensure public safety, provide safe employee working environments, and offer humane and safe offender living conditions. To accomplish this, each facility will employ an organized system of inter-related policies, operational procedures, emergency plans, and systematic manpower practices.

II. APPLICABILITY

The secure facilities that include Riverside and Pine Hills Youth Correctional Facilities, Montana State Prison, Montana Women's Prison, Montana Correctional Enterprises, Treasure State Correctional Training Center, and the private and regional facilities contracted to the Department of Corrections.

III. REFERENCES

- A. 2-15-112; *Montana Code Annotated*
- B. 4-4174, 4182, 4184, 4185; *ACA Standards for Adult Correctional Institutions, 4th Edition*
- C. *DOC Policies 3.1.3, Logs and Other Record-Keeping Systems; 3.1.15, Security Inspections*

IV. DEFINITIONS

Facility Administrator – The official, regardless of local title (administrator, warden, superintendent), ultimately responsible for the facility or program operation and management.

Chief of Security – The staff person, regardless of local title (security major, director of operations), designated by the facility administrator to manage the facility security program.

V. DEPARTMENT DIRECTIVES

A. Chief of Security

The chief of security will develop a security and staff management plan to include the following information:

1. A complete set of Department security-related policies;
2. Written operational procedures necessary to develop and facilitate security policy implementation; the chief of security will maintain this information and the facility administrator will review and approve facility procedures.
3. All applicable memoranda and other instructional materials to facilitate policy and

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procedure implementation.

4. A system of permanent logs to record and document searches, audits, and security inspections.
5. All necessary staff assignments, roster, and timekeeping records in accordance with Department policy.
6. Current, readily accessible operations manuals to include employee post assignments in accordance with Department policy.
7. Operational procedures that outline a system of cell and other living quarter searches in accordance with *DOC Policy 3.1.15, Security Inspections*.
8. Annual review of use of force and other procedures related to offender control to evaluate effectiveness and staff accountability.
9. Copies of all emergency plans; the chief of security is responsible for the facility emergency preparedness plans as specified in Department policies that regulate this area.
10. Annual training records on all emergency preparedness plans in accordance with Department policies.
11. Documentation that no offenders or group of offenders will be given authority over other offenders, manage any facility program, or have any policy- or procedure-setting role in the facility.

B. Staff Visibility

1. Facility administrators and other facility staff must maintain regular and frequent visibility in all facility programs and housing units. Facility administrators must be available to offenders, line staff, and mid-level managers for regular, ongoing communication.
2. The facility administrators, assistant or deputy administrators, chief of security and other department heads, will visit all housing and activity areas a minimum of once a week to encourage informal contact with staff and offenders and to informally observe living and working conditions.
3. The shift supervisors will tour their areas of responsibility at least once each shift every day, including weekends and holidays. Unoccupied areas will be toured once a week.
4. The chief of security will ensure a record-keeping system is maintained to document administrative and supervisory visits, any observed deficiencies, and recommendations for corrective action.

VI. CLOSING:

Questions concerning this policy should be directed to the chief of security.